



Special Educational Needs and Disabilities Coordinator: Bohunt Horsham

Person Specification

Experience

- An excellent classroom practitioner
- Experience of leading a whole school initiative
- Experience of working with students with special educational needs
- Experience of working with Looked After Children is beneficial but not essential
- Involvement with the effective safeguarding of students

Qualifications & Training

- QTS
- Evidence of relevant continuing professional development
- Completion of National SENDCo Accreditation Award beneficial but not essential (candidate must be willing to undertake training if successful with application)
- Qualified to an appropriate level in line with JCQ guidelines to award access arrangements and complete necessary assessments beneficial but not essential

Practical Skills

- Strong interpersonal skills
- Effective people management skills
- Ability to think creatively and imaginatively
- Have a working knowledge of the Code of Practice
- Able to write factual, concise, unambiguous reports, documents and IEPs on students for presentation to a range of stakeholders
- Be able to liaise with multiple outside agencies and form effective working relationships
- Be able to network with local primaries to develop a clear transition between educational settings

Personal Qualities & Attributes

- Ability to work collaboratively with SENDCos across the Trust
- Ability to work both autonomously and as a member of a team
- Ability to forge effective professional relationships and establish positive partnerships with parents and guardians
- Empathetic and approachable manner
- Highly motivated
- Flexible
- Sense of humour
- Have high expectations of all children regardless of need

Notes on Applying

Candidates applying for the post should outline any relevant experience they have in regard to the SENDCo role and responsibilities with a focus on the positive impact any initiatives have had on children. Please also highlight any good or outstanding classroom initiatives, again with a focus on the positive impact on children.